



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 2300.1B

Code 0106

7 Jul 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 2300.1B

From: Commanding Officer

Subj: USE AND MAINTENANCE OF THE PAGING SYSTEM

Ref: (a) NAVHOSP29PALMSINST 1050.1C

1. Purpose. To establish policies and procedures governing the use and operation of the paging system at this command.

2. Cancellation. NAVHOSP29PALMSINST 2300.1A.

3. Background. The pager system used is a satellite-transmitted messaging system providing alphanumeric or numeric messages. The system may be accessed from any telephone, alphanate keyboard or the internet. Pagers allow mobility of personnel subject to recall due to specialty or duty assignments. The pagers are serially numbered and issued to specifically designated personnel or groups of personnel.

4. Policy. Personnel whose duty does not require they remain on board are required to carry pagers and remain within the local commuting area as defined in reference (a). Pagers are for official use only.

5. Action

a. Head, Operating Management Department (OMD) shall:

(1) Have overall responsibility for the operation and maintenance of the paging system.

(2) Issue pagers and batteries to individuals or groups as directed.

(3) Maintain an accurate listing of pager assignments. This list will be updated monthly and distributed via E-mail to all staff

(4) Instruct personnel on the use of the paging equipment.

NAVHOSP29PALMSINST 2300.1B
7 Jul 99

(5) Conduct annual audits to ensure pagers are properly accounted for and maintained

b. Personnel assigned pagers shall:

(1) Periodically test assigned pagers and promptly return inoperable pagers to OMD.

(2) Immediately report lost or missing pagers to OMD or the Officer of the Day after normal working hours.

c. Officer of the Day shall:

(1) Periodically conduct test pages of duty personnel to ensure system is in proper working order.

(2) Enter Command Journal entry of duty personnel not responding to page.



J. M. HUBER

Distribution:
List A